

Electronic Presentation Guidelines

Safe-title box: anything outside of this box may be cut off on the TV screen

Guidelines

- Article Title and # on Each Slide
- Text of Motion Should be on First and Last Slide

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Guidelines

1. Safe Title Box

- Important content must be kept within the “safe-title” area, as shown on this slide. The margin is approximately one inch wide on all sides.
- You can use the safe-title box in this file to create your presentation. You may remove it from your “Master Slide” when finished.

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2. Typeface

- Text should be in a sans serif typeface of no less than 20 pts. Arial is the preferred font. (Times New Roman will not work well on TV.) This is size 20 text.

3. Charts and Lines

- Lines should be at least 2¼ pts thick. (Thin lines will jitter on TV.)

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4. Colors

- Avoid the use of bright red; a dull **brick red** will look better on TV.
- Dark backgrounds with light text are preferred.

5. Text

- Limit the amount of text per slide. Use additional slides if necessary.

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5. Text (cont.)

- To highlight titles or words, **use a bold font or color.**
- Information on slides should complement your spoken words, not compete with them. Verbal and visual information should match, to avoid confusion for the viewer.

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Sample

- Article Title and # on each slide
- Text of Motion

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